

## Review Time by Week for a Worker

Use this procedure to view an employee’s timesheet from the current or a previous week using the **Review Time by Week for Worker** page. Review timesheet information for a specific week including:

- **Week Totals:** Balances (in hours) accumulated for the week by category.
- **Details of Timesheet Entry:** Includes reported time for the week and status of the entry.

You can view reported time for one week at a time on this page.

### Procedure:

1. Search for the employee.

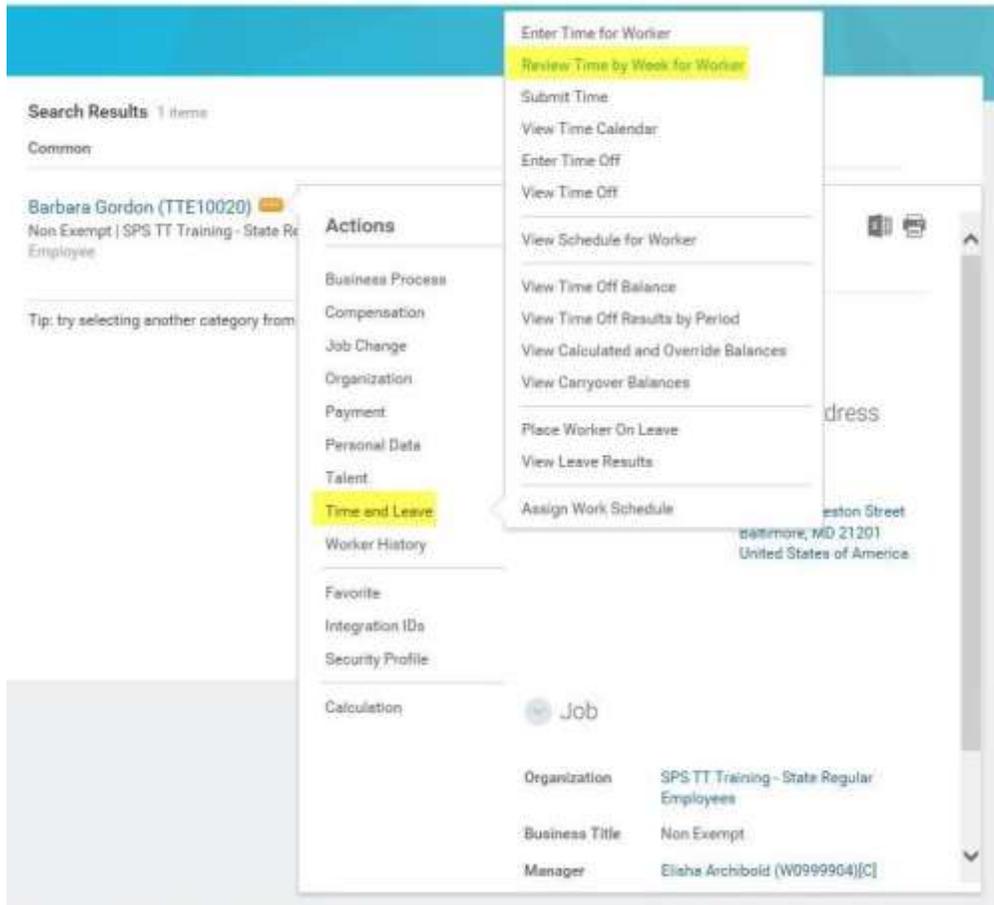


**Tip:** To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the **Related Actions and Preview**  icon next to the employee's name.

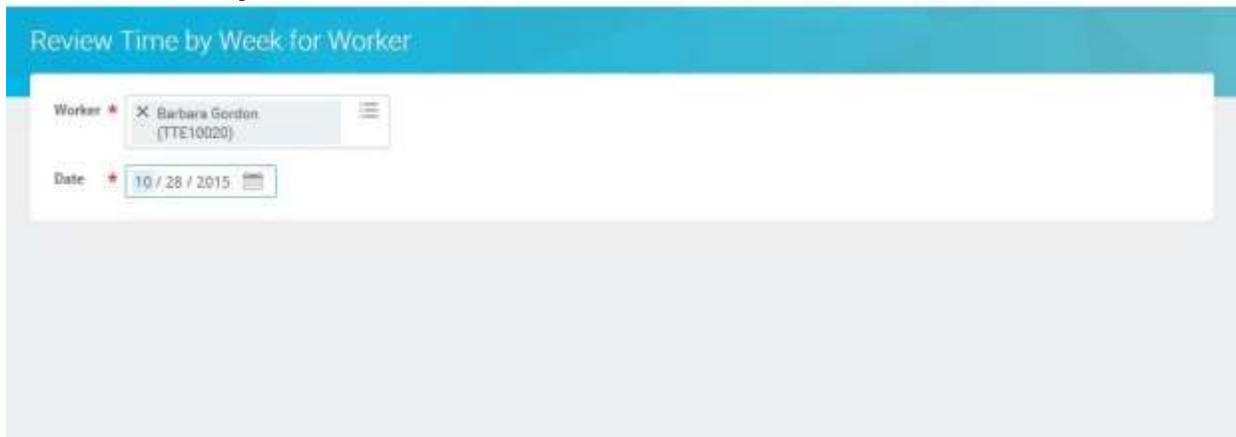
### Search Results



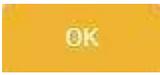
The screenshot shows the search results for Barbara Gordon (TTE10020). The 'Time and Leave' category is highlighted in the left-hand menu. The 'Actions' list includes 'Review Time by Week for Worker', which is highlighted in yellow. Other actions include 'Submit Time', 'View Time Calendar', 'Enter Time Off', 'View Time Off', 'View Schedule for Worker', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'Place Worker On Leave', 'View Leave Results', and 'Assign Work Schedule'. The employee's details are shown at the bottom, including Organization (SPS TT Training - State Regular Employees), Business Title (Non Exempt), and Manager (Elisha Archibold (W0999904)[C]).

- In the menu, hover over **Time and Leave** and then click the **Review Time by Week for Worker** hyperlink.

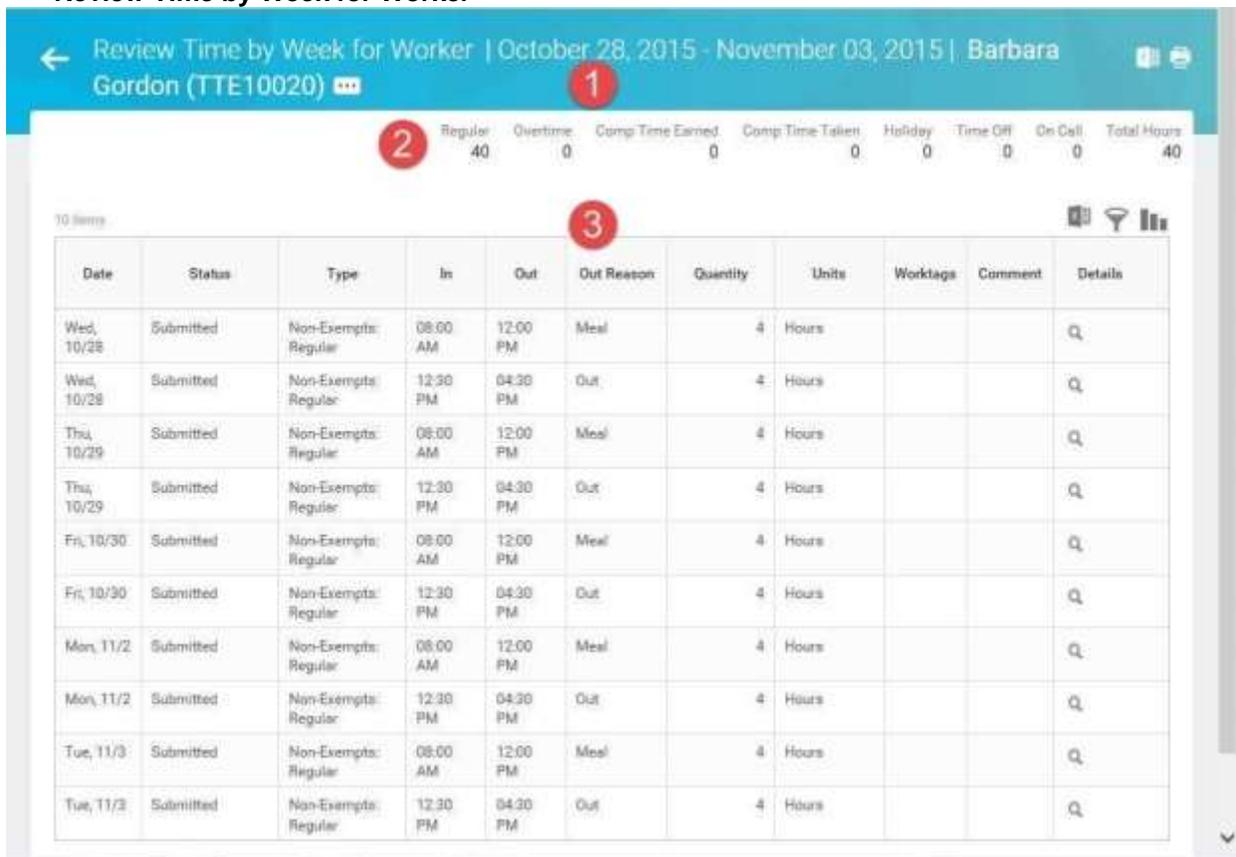
### Review Time by Week for Worker



- In the **Date** field, enter or select a date for which you want to review time for the employee.

- Click the **OK**  button.

### Review Time by Week for Worker



Review Time by Week for Worker   October 28, 2015 - November 03, 2015   Barbara Gordon (TTE10020)										
Regular	Overtime	Comp Time Earned	Comp Time Taken	Holiday	Time Off	On Call	Total Hours			
40	0	0	0	0	0	0	40			
Date	Status	Type	In	Out	Out Reason	Quantity	Units	Worktags	Comment	Details
Wed, 10/28	Submitted	Non-Exempt: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Wed, 10/28	Submitted	Non-Exempt: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Thu, 10/29	Submitted	Non-Exempt: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Thu, 10/29	Submitted	Non-Exempt: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Fri, 10/30	Submitted	Non-Exempt: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Fri, 10/30	Submitted	Non-Exempt: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Mon, 11/2	Submitted	Non-Exempt: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Mon, 11/2	Submitted	Non-Exempt: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Tue, 11/3	Submitted	Non-Exempt: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Tue, 11/3	Submitted	Non-Exempt: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q



6. On the **Review Time by Week for Worker** page, view the details of the timesheet.

**Review My Timesheet By Week Page Information**

#	Field/Information	Description
1	<b>Timesheet Date Range</b>	This section of the page displays the date range of the timesheet and the employee name and Employee ID.
2	<b>Timesheet Week Totals</b>	<p>This section displays the applicable weekly balances (in hours) by category.</p> <p>For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.</p>
3	<b>Details of Time Entry</b>	<p>This table displays details of the time entered for the week including:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> The date on the timesheet.</li> <li>• <b>Status:</b> The status of the timesheet entry, e.g., Not Submitted, Submitted, Approved.</li> <li>• <b>Type:</b> The time code that was entered.</li> <li>• <b>Time Off Reason:</b> The reason entered for leave taken. <b>Note:</b> This field displays when leave is reported on the timesheet.</li> <li>• <b>In:</b> The start time of work.</li> <li>• <b>Out:</b> The end time of work.</li> <li>• <b>Out Reason:</b> The reason the employee departed (e.g., left for a meal or left for the day).</li> <li>• <b>Quantity:</b> The number of hours, periods, etc. calculated for a row.</li> <li>• <b>Units:</b> The unit of measure for a time entry (e.g., hours, periods, etc.)</li> <li>• <b>Worktags:</b> Worktags categorize time entered for reporting, such as time paid through a grant. Worktags are not used by all agencies.</li> <li>• <b>Position:</b> For employees with multiple jobs, position for which time is entered displays.</li> <li>• <b>Comment:</b> Comments that were entered when entering time.</li> <li>• <b>Details:</b> Click magnifying glass to see additional details on the time entry, including: Reported Time, Calculated Time, and History of timesheet entry.</li> </ul>

	<div data-bbox="706 226 1286 871"><p>Time Block <b>4 Hours on 10/30/2015</b> ...</p><p>Worker: <a href="#">Barbara Gordon (TTE10020)</a> Date: 10/30/2015 Status: Submitted</p><p>Reported   Calculated   History</p><hr/><p>Reported Quantity: 4 Hours Time Entry Code: Non-Exempts- Regular In: 10/30/2015 08:00 AM Eastern Time (New York) Out: 10/30/2015 12:00 PM Eastern Time (New York) Out Reason: Meal Source: User Entered Comment: (empty)</p></div>
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7. The System Task is complete.